

Date of Request: \_\_\_\_\_

Approval: Supervisor \_\_\_\_\_

Director \_\_\_\_\_

*To be completed by Travel Dept:*

Travel Order Number: \_\_\_\_\_

Task Number: \_\_\_\_\_

Estimated Total Cost of trip: \_\_\_\_\_

Share paid by GFDL: \_\_\_\_\_

1. Name of traveler: \_\_\_\_\_
2. Specific purpose of travel (include name of group sponsoring conference/meeting, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Dates of meeting/conference: \_\_\_\_\_
4. Location of meeting/conference (city & state or country):  
\_\_\_\_\_
5. Title of paper/lecture to be presented: \_\_\_\_\_  
\_\_\_\_\_
6. Were you invited to present the paper/lecture? Yes No
7. Will this trip be charged to GFDL? Yes No  
If "No", Name of Organization charged:  
\_\_\_\_\_
8. Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

9. Will you use annual leave during this trip? Yes No

If yes, please list the dates: from \_\_\_\_\_ to \_\_\_\_\_

10. Circle all types of transportation to be used:

|                      |              |           |
|----------------------|--------------|-----------|
| air                  | private auto | limousine |
| rail (Metroliner)    | Govt. auto   | rental    |
| rail (regular coach) | bus          |           |

11. Registration amount:

\_\_\_\_\_

List any other miscellaneous expenses you will incur:

\_\_\_\_\_

\_\_\_\_\_

12. Reservations required (Circle all that apply; be specific – include date/time you want to travel; airport you want to use; type of room, etc.):

a. AIR/RAIL \_\_\_\_\_

\_\_\_\_\_

b. LIMOUSINE \_\_\_\_\_

\_\_\_\_\_

c. RENTAL CAR\* \_\_\_\_\_

\_\_\_\_\_

d. MOTEL/HOTEL \_\_\_\_\_

\_\_\_\_\_

*\*When a rental car is essential, an economy-type or compact vehicle must be used. NOAA will not pay the collision damage waiver insurance. The agency can, in certain circumstances, pay for damage to rented vehicles.*